

VOLUME 1

CHAPTER 13

FLOOR SPACE, STRUCTURAL, AND FACILITY STANDARDS FOR MILITARY POST OFFICES

1300. PURPOSE. This chapter provides standard criteria for use by the MPS in evaluating the adequacy of present and proposed postal facilities outside the geographical areas served by the USPS. Also provided are responsibilities of MPO supervisors and installation commanders in maintaining these standards.

1301. APPLICABILITY. This chapter applies to permanent structure land-based MPO facilities. Shipboard post offices and temporary facilities shall conform to floor space, structural, and facility standards to the maximum extent possible. Facility requirements stated herein do not apply to unit mailroom operations that are outlined in Volume II of the Manual.

1302. EXPLANATION OF TERMS

1. Direct Support (DS). The sorting of mail for issue to addressees or mailclerks and mail orderlies and the sorting of mail received from the same for onward dispatch to another postal facility. This includes the acceptance, collection, canceling, sorting, directorizing, massing, sacking, weighing, manifesting and dispatching of the mail. It also includes financial services provided customers.

2. General Support (GS). The bulk separation of sacks of mail for onward dispatch to another postal facility, to include the sorting of letter mail received from one MPO or MAO for dispatch to another MPO. It does not include postal finance service, directory service, or collection and delivery service.

1303. RESPONSIBILITIES

1. The MPO supervisor's responsibilities concerning adequacy of postal facilities include:

a. Performing a detailed review of the postal facility to determine its adequacy as defined in this Manual.

b. Requesting periodically, data concerning the population served by the postal facility. This data should be listed by Military Service and other authorized user categories (such as Military, State Department, civilian, and dependents). Survey shall include all activities, units, and installations served by the postal facility.

c. Submitting the appropriate documentation to the host installation requesting improvements or new construction for the postal facility to meet the criteria of this Manual.

d. Requesting in writing annually, to the responsible military agency that a physical security inspection be conducted for each postal facility, including postal finance facilities. This request shall include installation, building, and room number to be inspected.

e. Initiating followup actions to correct deficiencies identified in the physical security inspection.

f. Submitting appropriate documentation to facility engineers to correct building deficiencies identified during the physical security inspections.

2. The installation commanders's responsibilities include:

a. Evaluating all proposed moves of postal facilities to ensure selected locations meet the *criteria outlined in this Manual*.

b. Providing a support service for tenant military postal activities (that is, custodial, utilities, real property maintenance, and transportation support, when applicable) on a nonreimbursable basis.

c. Providing the MPO supervisor with current population data of the military community served by each post office.

d. Assisting the MPO supervisor in having job order requests involving the security of mail and postal effects accomplished in a timely manner.

1304. SPACE CRITERIA FOR MILITARY POST OFFICES (DIRECT SUPPORT)

1. The space criteria for a military postal facility providing postal direct support shall be based on the total population, including dependents, served by the postal facility. The gross square feet space requirements in table 13-1 are based on DoD 4270.1-M (reference (u)). These gross square feet space requirements are adjusted to net usable square feet. The adjustment is 80 percent of the gross floor area as stated in reference (u). The total net space requirements are further broken down by functional areas and a recommended allocation of the net space within the postal facility.

2. The space criteria for a "COPE section" shall be based on the total population served by all postal facilities operated under the COPE's supervision. Space allocation for a COPE section shall be deducted from the mail processing section of postal facilities serving a population of 2,500 or more as shown in table 13-1.

3. The space criteria for "postal administration" only applies to daily postal operations such as claims, complaints, and compiling reports. A separate space allocation shall also be made for nonpostal administrative functions.

4. The space criteria for "postal supply" only applies to storage space for USPS supplies, which include expendable and nonexpendable items, required to be on hand at MPOS for their operation. Additional space shall be allocated for nonpostal supplies and equipment.

5. Space criteria for postal finance sections or units (table 13-2) shall be based on the number of postal finance clerks required to meet the customer workload. Data included in space computations for a postal finance

section or unit will apply to (a) customer service lobby, (b) postal finance, (c) mail holding area, and (d) postal administration.

6. A postal service center (PSC) may be combined with, or separate from, a central or branch post office. Number of receptacles may not be less than the number of permanently assigned military and civilian personnel, multiplied by a factor of 1.25 to compensate for the period required before reassignment of a receptacle. Space criteria for PSCs shall be based on a combination of population served and the number of receptacles installed (table 13-3). When the PSC is combined with a central or branch post office, the additional authorized space shall be added to the gross square foot figures shown in table 13-1.

7. Additional space may be provided if an MPO serves specialized functions, such as:

a. Major and subordinate headquarters, commands, personnel centers, training centers, Military Service schools, hospitals, supply depots, or other high volume mailers.

b. Activities generating a high volume of accountable mail that requires secure overnight storage.

1305. SPACE CRITERIA FOR MILITARY POST OFFICES (GENERAL SUPPORT)

1. Postal facilities which have a general support postal mission shall be authorized 20 square feet net floor space per every 1000 personnel receiving general support. This space shall be allocated as follows:

a. Mail processing section: 15 square feet per 1000 population

b. Registry section: 5 square feet per 1000 population.

2. The space authorized a postal facility for its general support postal mission shall be in addition to the space requirements for its direct support postal mission identified in paragraph 1304, above. The total space authorized for general support shall be added to the net square feet authorized for direct support. When the two figures (DS and GS) combined exceed 50 percent of the increment to the next larger facility, the criteria for the larger facility shall be used.

1306. POSTAL FACILITY SPACE CRITERIA

1. Policy. Installation commanders and MPO postal officers are encouraged to establish an active program to upgrade and improve postal facilities. Postal facilities that do not meet 70 percent of the overall net square feet requirements of this regulation are considered unsatisfactory.

2. Use of Existing Facilities

a. -Installation commanders shall ensure that minimum space and structural requirements prescribed in this Manual are met within funds availability and proper programming actions.

b. When a postal facility does not meet the requirements of this Manual, the responsible postal activity supervisor shall submit appropriate documentation to upgrade or replace the facility.

1307. POSTAL FACILITY STRUCTURAL CRITERIA

1. Walls. The exterior walls shall be concrete or masonry-type material to prevent penetration. Coordination shall be made with local facility engineers to determine thickness, based on construction materials and the availability of intrusion alarm devices (See Paragraph 1307.14).

2. Ceilings and Floors. The ceilings and floors shall be designed to equal or exceed the resistance to penetration prescribed for the walls in paragraph 1307.1).

3. Location. The postal facility should be located on the ground floor.

4. Doors. The number of doors giving access to the postal facility shall be kept to an absolute minimum. The access doors to the postal facility shall be of sheet metal material not less than 16 gauge in thickness, or a solid wooden door covered on the outside with a steel plate not less than 12-gauge in thickness. The hinges shall be installed so that it will be impossible to remove the closed door without seriously damaging the door or jam. The door shall be locked with high security padlocks and hasps, when possible. The locking bars and hasps shall be installed in a manner to prevent unauthorized access to the room. The heads of the bolts and screws shall be arranged so that they cannot be removed from the exterior side. Glass doors used for post office lobby entrances shall also have steel bar doors or gates for added security. If design of door prevents use of high security locks and hasps, a mortise lock or a rim deadlock shall be used and shall meet the following requirements:

- a. Be key-operated, mortised, or rim-mounted lock.
- b. Have a dead bolt throw of one inch.
- c. Be of double cylinder design.
- d. Have cylinders with five pin tumblers, two of which are to be of mushroom or spool-type drive pin design.
- e. Have 10,000 key changes.
- f. Have no master key.
- g. Contain hardened saw resistant inserts to be made of steel if bolt is visible when locked. The strike shall also be made of steel.

5. Windows. Windows located on the first floor or at ground level shall be security or detention type; that is, windows with a heavy metal frame with vertical-dividing bars spaced to prevent the passage of a person's body. Second story windows or windows located at least 10 feet above ground level shall be covered with wire mesh security screening if they cannot be readily observed from the street. All operable windows shall be equipped with secure latches.

6. Structural Support. Structural support shall be of a fire resistance equal to that of the outer walls.

7. Acoustic Material. Acoustic material shall be noncombustible when used for soundproofing.

8. Interior Lighting. The interior lighting shall be adequate to accomplish necessary operations. Normally, fluorescent lighting shall be used because of the high lumen per watt output, length, and relative low surface brightness of the lamp. Illumination intensities for functional areas within a postal facility are as follows:

- | | |
|---|--------------------|
| a. Postal Finance, COPE | 30-40 foot-candles |
| b.. Administration, Registry, Directory | 25-35 foot-candles |
| c. Mail Processing | 20-30 foot-candles |
| d. Lobby, Postal Supply | 15-20 foot-candles |

9. Exterior Lighting. Exterior entrances of postal facilities shall be illuminated to an intensity of not less than 2 foot-candles at any point to a height of 8 feet on their vertical surfaces and to a horizontal distance of 8 feet from the entrance. Switches for exterior lighting shall be installed so that they are not accessible to unauthorized individuals. Exterior lights shall be covered with wire screen or other material which will prevent their being broken by thrown objects.

10. Heating and Cooling. Postal facilities shall be heated with a permanent type system with sufficient heat to maintain a minimum temperature of 19 degrees centigrade, 68 degrees Fahrenheit. Where air-conditioning is used, the interior design temperature shall not exceed 25 degrees centigrade, 78 degrees Fahrenheit. When cooling by mechanical ventilation, the ventilation rate shall be based on an inside temperature not to exceed 28 degrees centigrade, 83 degrees Fahrenheit.

11. Registry. Registry sections shall be enclosed in a separate room or wire mesh cage in a reamer to provide security against unauthorized entry. The access door to this area shall be installed in the same manner as exterior doors described in paragraph 1307.4. The wire mesh shall be a minimum of 10 guage with a maximum 1½-inch size mesh. When ceiling is excessively high, a wire mesh c-over for the enclosure shall be provided.

12. Lobbies. Post office lobby walls shall be paneled or painted with a light pastel color and floors covered with tile. Bulletin boards shall be large enough to permit display of postal information. Lobbies shall have customer service counters, a separate letter mail drop box, and a wall clock.

13. Open Counters. Postal facilities shall be equipped with open counters to afford a more pleasant and efficient working environment. The postal finance service counters shall be constructed in modules that have adequate space for postal equipment, postal expendable supplies, and separate lockable cash drawers for USPS stamp funds and MO funds. A blind shall be

installed at the rear of each postal finance service counter to close off the view of the mail processing section from customers. Each postal finance service center shall also be equipped with electrical outlets to operate adding machines and postage meter machines. The postal finance service counter window shall be designed and constructed in such a manner that will allow it to be secured after closing hours. The construction material and method used to close the window shall be similar to that for doors described in paragraph 1307.4.

14. Intrusion Alarm Devices. Alarm systems shall be installed in postal facilities that are not operational on a 24-hour basis. The IAD requirement may be waived if postal effects and mail are not retained in a postal facility overnight. Only approved Joint-Service Interior Intrusion Detection Systems (J-SIIDS) equipment shall be utilized for installation of IADs. Table 13-4 suggests types of IADs that may be employed in various areas of postal facilities. J-SIIDS is designed to detect, to prevent, an attempted intrusion. Intrusion detection devices are not a substitute for the basic requirements of barrier protection and administrative controls. However, structural criteria for postal facilities contained in this chapter may be adjusted if an approved alarm system is installed. Coordination shall be made with local facility engineers to ensure that up-to-date systems are installed. The IAD system should not be accessible from outside the postal facility and transmission lines shall be protected by an antitamper circuit.

15. Docking Space. Each postal facility shall have sufficient docking space defined as a docking platform or ramp providing adequate area for the maneuvering of two trucks at one time for postal facilities with a postal general support mission. However, when docking space is not available, maximum utilization of conveyor systems shall be made. Loading docks shall have sufficient overhang of roof to permit loading and offloading of mail without its being exposed to inclement weather.

16. Parking Space. Postal facilities shall have adequate parking space for customer parking and unit mailclerks' vehicles. Limited parking space may create traffic problems and mail processing delays.

17. Toilet Facilities. Each postal facility shall have toilet facilities or access to toilet facilities in the same building for both sexes. Both hot and cold water shall be provided.

18. Drinking Fountains. Each postal facility should have a drinking fountain in the work area.

19. Outside Signs. Each postal facility shall be identified appropriately with outside signs, except when prohibited by local agreements. The signs shall be in good taste and prominently displayed.

POPULATION	500	1000	2500	4500	7500	11500	16500	22500
Gross Square Feet	400	600	1700	2925	4500	6325	8250	10125
Lobby	50	80	200	250	350	500	650	700
Postal Finance	100	100	100	200	300	400	500	600
Mail Processing	120	150	800	1415	2250	3295	4325	5350
Postal Directory	a	a	75	75	150	150	225	225
Accountable Mail	50	75	100	100	150	200	250	300
Registered Mail	b	b	b	50	100	100	150	375
Postal Admin	a	75	75	150	150	225	300	375
Postal supply	a	a	50	100	150	200	200	200
Net Sq Feet (c)	300	480	1400	2340	3600	5060	6600	8100
COPE Section	a	d	100e	100e	150e	225e	225e	300e

a. Floor space for the above functions is included in mail processing section.

b. Registered mail is included in accountable mail section.

c. Net square feet is 80 percent of gross square feet as listed in DOD 4270.1-ii (reference (u)).

d. One hundred square feet shall be added when postal facility has a COPE.

e. Mail processing section area shall be reduced by space indicated, when postal facility has a COPE section.

NOTE: When the population served is ~~one-third~~ or more of the difference between increments, the next larger size postal facility shall be used as criteria. Example: Population served is 13,000, use $16,500 - 11,500 = 5,000$ - $1/3 = 1,666$; $13,000 - 11,500 = 1,500$. Since 1,666 is larger than 1,500, the 11,500 criteria would apply.

Table 13-1. Space Criteria for Military Post Offices.

Number of Postal Finance Clerks	1	2	3	4	5	6
Lobby	80	250	350	500	650	700
Postal Finance	100	200	300	400	500	600
Mail Holding Area	70	100	150	150	150	200
Postal Admin	0	0	75	75	75	75
Total Square Feet	250	550	875	1125	1375	1575

Table 13-2. Space Criteria For Military Postal Finance Sections or Units.

<u>Receptacles Installed</u>	<u>PCS Gross Square Foot Area Per Receptacle</u>
Up to 500	.60
50 to 1,000	.60
1,101 to 2,500	.50
2,501 to 4,500	.50
4,501 to 7,500	.45
7,501 to 11,500	.40
16,501 to 22,500	.40

For each increment of 6,000 population above 22,500, an additional 2,000 square feet shall be provided.

Table 13-3. Space Criteria For a Postal Service Center.

Areas to be Protected	Magnetic Switch	Motion Detection Sensor	Capacitance Proximity	Duress Alarm
Lobby	a			
Postal Finance			d	c
Mail Processing Registry	a	X	b	c
COPE Section		X	b	c

- a. All exterior doors.
- b. Postal ~~finance~~ clerks, COPE's and ~~registry~~ section safes.
- c. Holdup alarm switches.

Table 13-4. Intrusion Alarm Devices (IADs) in Postal Facilities.